

2 TIME-LINE AND STAFF RESPONSIBILITIES

OVERVIEW OF CHAPTER CONTENTS

PRIMARY TOPICS COVERED IN THIS CHAPTER

- Timeline
- Admission, and Assessment & Evaluation (A&E)
- During Stay in the JCI
 - Transition Phase
 - Prior to release from the institution
 - Upon release/transfer from the institution
- While the Youth is Under Community Supervision
- Prior to the Youth Being Discharged from DJC Supervision
- Responsibilities of Youth and DJC Staff

This chapter provides staff with an overview of the entire case management system from the time of a youth's admission to a JCI through the end of the youth's DJC supervision. The following sections of this chapter expand upon the flow charts contained in the "Introduction" chapter:

- Timeline for completion of tasks and documents
- Responsibilities for completion of tasks and documents by staff position

TIMELINE

Although the timeline is quite extensive, not every document and task can be included due to special circumstances that may exist in a particular youth's case. The timeline identifies the following:

- Staff member(s) responsible for completing the required task or document.
- Name or description of the required document or task.
- Information regarding the task or document, and a reference to relevant chapter(s) in the Manual.

The timeline divides the youth's DJC supervision into sections beginning with admission to a JCI through discharge. The sections include the following:

- Admission, and Assessment & Evaluation (A&E)
- During Stay in the JCI
- Upon Placement in the 90-day Transition Phase prior to Release/Transfer from JCI
- Upon Release/Transfer from the JCI
- While the Youth is under Community Supervision
- Prior to the Youth being Discharged from DJC Supervision

ADMISSION AND ASSESSMENT & EVALUATION (A&E)

Staff	Form or Task	Date Due	Information
Gatehouse	Create JJIS record and complete admission screen	Upon arrival of youth not previously under DJC supervision	JJIS assigns temporary number to a youth without an assigned DOC number.
Gatehouse	Complete admission screen	Upon arrival of youth with DOC number	Use existing DOC number.
Office Operations Associate (OOA)	Register youth in WICS, obtain DOC number and enter into JJIS	First working day after admission	Search for previous record in JJIS and WICS, including personal characteristics, demographics profile and close supervision event. Assign DOC number and then enter youth in JJIS. If youth already exists in WICS update existing information in WICS and JJIS.
OJOR-CO	Create OJOR file and schedule initial JPRC	Upon receipt of admission information from OOA	Create OJOR file in OJOR database and set tentative date for initial JPRC.
OOA	Admission Status Short Version (JJIS)	First working day after admission	Complete in JJIS for youth admitted for an administrative detention, sanction or on county secure detention in a JCI.
Social Worker, HSU, or Clinical staff	Suicide risk screening – part of Intake Screening (DOC-2145) and/or the Self-Harm Assessment (DOC-2097)	Within 24 hours of youth's admission	All youth are screened for suicide risk. Referrals to clinical services are made when appropriate.
OOA	Obtain amended court order	Upon recognition by OOA or social worker that court order contains inaccurate/ incomplete information	When OOA or social worker notes inaccurate/incomplete information, OOA requests court to forward amended order.
OOA	Enter offense and type of commitment (JJIS)	Within 5 working days or when accurate court order is obtained	Enter this information from court order.
OOA	Face Sheet (DOC-1701) (JJIS)	Within 1 working day or when accurate court order is obtained	Complete for all youth. Send copy to Reception staff. Send copy to SORP when required. Be sure to indicate if DNA specimen is required or if victim/witness has requested notification.
Bailiff	Fingerprints	Within 3 working days	<u>New Commitments:</u> Submit youth fingerprints to DOJ via Livescan. <u>Returnees:</u> If notified no current SID #, submit youth fingerprints to DOJ via Livescan.
OOA	SID #	Upon e-mail response from DOJ	<u>New Commitments and Returnees:</u> OOA reviews the Fingerprint Results Outlook Mailbox or WICS for SID # and enters into JJIS. The OOA informs assigned social worker that SID # has been received.

Staff	Form or Task	Date Due	Information
OOA	SID #	Within 1 working day	Returnees: OOA reviews JJIS for Type One Status to determine if SID # has been assigned. If no SID #, OOA notifies Reception Unit of status change and need to submit fingerprints.
Reception Staff	Fingerprints	Within 3 working days	Returnees: If notified no current SID #, submit youth fingerprints to DOJ via Livescan.
Social Worker and/or Security Director	Order to Detain (DOC-1915)	Within 7 days of admission	Review court documents to see if youth has detainer placed by authority other than DJC. If so, note in JJIS.
OOA or Social Worker	Surcharge, restitution and other court ordered financial obligations	During A&E	Review court order to see if it contains any court ordered debts.
OOA and/or Social Worker	Disbursement Request (DOC-184B) and Youth Restitution and Debt collection (DOC-1841)	During A&E	Complete DOC-1841 for youth with court ordered debt(s). Have youth sign DOC-184B. Distribute forms per JCI policy.
Business Office	Create youth's account and process debt(s) information	During A&E	Account created when admission processed. Enter information into JJIS regarding court ordered debt(s) upon receipt of DOC-1841, DOC-184B and court order.
OOA	Admission packet for parent(s)/guardian	Within 5 days of admission	Mail JCI admission packet to parent(s)/guardian.
OOA	Create SS file	Upon admission	File should be set up according to DJC standardized format.
OJOR-CO	Victim/Witness Notification Program (DOC-1717)	Upon receipt of cards	Enter victim/witness requests in JJIS. May occur during or after A&E.
OOA	Stamp SS file for victim/witness notification	Upon receipt of the notification request from OJOR-CO	May occur during or after A&E.
OOA	Chapter 980 Master List	Within 5 working days or when accurate court order is obtained	Only for youth adjudicated/convicted for certain offenses.
Teacher	Identify primary language and possible LEP needs	During first week of A&E	Complete DOC-2664A for each youth. Refer to DJC Policy 13-03.
PSU	Assess mental health needs and assign MH code	Within one week of admission	Code determines priority for PSU services
PSU OOA	Send MH code to Social Worker and OJOR	Upon receipt	Notification of PSU needs/priority
Various staff and youth	Orientation process	During first 21 days following youth's admission	Staff informs youth about JCI, conduct rules, disciplinary process, complaint procedures and case management system.

Staff	Form or Task	Date Due	Information
Reception Social Worker	Make contact with family and county worker to discuss case	Prior to completing COMPAS – Youth assessment	Gather information to use in assessment.
Reception Social Worker	COMPAS – transfer person and/or case record to DJC and applicable location	At least 7 working days prior to initial JPRC	<p>Conduct name query in COMPAS to see if youth record exists. If record exists under a SID, determine if new admittance requires a new lifecycle or is part of existing lifecycle.</p> <p>If youth is being received from a county utilizing COMPAS, or from DAI, transfer the person and/or case to DJC using the person and case transfer functionality in COMPAS. Select proper location from dropdown of DJC locations, LHS or CLS.</p>
Reception Social Worker	CANS – Trauma Experience and Adjustment to Trauma items only (Questions 1-14)	Complete prior to completing AER	<p>Social Worker notes any CANS trauma items that score a 2 or 3 along with the source of the information on the AER. Social Worker also notes any scores of 2 or 3 in COMPAS using both Assessment Notes and the comment field in the CANS summary section.</p>
Social Worker	COMPAS – Youth assessment completed and notification sent to State Agent	At least 7 working days prior to initial JPRC	<p>Social Worker assesses Need Scales and selects 2-3 high needs areas. These high need areas are documented on the AER. Record any pertinent information regarding the youth as an Assessment Note. This would include youth's cooperation and truthfulness, mental stability, trouble in comprehending assessment questions, corrected or copied assessments, etc.</p> <p>**Note: If youth being returned to the institution is 18 years or older, no admitting assessment is completed. A Reentry assessment will be completed when youth is placed in transition.</p> <p>DJC will conduct its own assessment of the youth even if an assessment was recently done by the committing county.</p>
Social Worker	COMPAS Bar Scale	At least 7 days prior to initial JPRC	Give to OOA. Email to JPRC participants.
Social Worker	COMPAS Substance Use	Complete while writing narrative for AER	Note information on any reported illegal substance use including amount, frequency, age first used, date last used.
Social Worker	COMPAS – Bar Scale	Prior to JPRC	Meets with youth to explain assessment results and to give youth a copy of Bar Scale.
OOA	Bar Scale	When received from Social Worker	Copied and placed in youth's social service file.
Social Worker	Assessment and Evaluation Report (AER) (DOC-1933 in JJIS)	Complete in JJIS at least 7 working days prior to the initial JPRC	

Staff	Form or Task	Date Due	Information
Social Worker	Current Status Report (CSR) (DOC-1935 in JJIS)	Complete in JJIS at least 7 days prior to the initial JPRC after re-admission	Complete only for youth returning to JCI due to termination of type 2 status, revocation from aftercare, or new commitment within 6 months from end of prior commitment.
Social Worker	Chapter 980 Internal (DOC-1946)	Complete upon admission	Only applies to youth who commit a chapter 980 offense.
Reception Staff	Human Biological Specimen (DNA) (DOC-1940) and Wisconsin DNA Databank Buccal Swab Collection Kit and DNA Specimen Tracking Form (DOC-2536)	Obtain sample and complete forms within 21 days of admission	Applies to all youth per DJC policy #15-04 with adjudication or conviction. Sample may have been taken by law enforcement prior to disposition.
Social Worker and Psychologist	Score J-SOAP II scales for male sex offenders in COMPAS Alternative Screening Tools	During Reception for youth identified for sex offender treatment	Scales 1 and 2 are scored by the Treatment Social Worker who enters scores in COMPAS. Scales 1 and 2 are discussed by the Treatment Team who also scores scale 3 after youth begins sex offender treatment. Scores are finalized and the Psychologist or Social Worker enters or updates the scores as necessary.
Teacher	Daniel Memorial Institute Assessment of Independent Living Skills.	Complete at least 7 days prior to initial JPRC	Computer scored assessment. Youth completes a booklet that assesses a broad range of independent living skills. This assessment is also used in the Transitional Independent Living Program.
Social Worker	COMPAS – Youth (Part 3) Substance Abuse Scales	7 working days prior to initial JPRC	If Part 3 scales (12, 13, 14) score 4 or more in any one scale, refer youth for an AODA Assessment (ADI-L DOC-2127).
Agent	Initial contact with or letter of introduction to youth and parent(s)/guardian	Within 5 working days of case assignment	Mail introduction letter to the youth and either call the youth's parent(s)/guardian or mail letter.
Agent	Family and Home Assessment (FHA) (DOC-1939)	Complete in JJIS at least 3 working days prior to the initial JPRC	Completion of DOC-1939 more than 3 days prior to the initial JPRC is highly recommended.
Agent	Identify primary language and possible LEP needs	During home visit	Complete DOC-2664 for every custodial parent/guardian. Refer to DOC Policy 13-03.
HSU	Health Screening—DJC (DOC-3387)	During A&E	Perform physical and dental exams/lab work necessary to complete DOC-3387 and forward to social worker to include into AER.
Agent	Contact the youth's social worker	Within 3 days following the initial home visit	Agent shall discuss the results of the home visit with the social worker.
Teacher	Educational Evaluation Report (EER) (DOC-1936)	Complete at least 7 working days prior to the initial JPRC	

Staff	Form or Task	Date Due	Information
JPRC	Establish no more than 4 youth's goals based on criminogenic needs and preliminary release/ transfer plan	Initial JPRC held within 21 days of youth's admission	Members of JPRC have specific roles and responsibilities described in Manual. JPRC establishes youth's broad goals, and discusses length of stay at JCI and community supervision plans. . Most youth should have an education goal (#5); however it is not required when a youth has a number of high need areas that do include school. The comments and observations denote what criminogenic needs the goals were based on. Youth placed into JCI short-term programs are placed into Transition Phase upon entry.
OJOR	Department Order (DOC-1722A)	Complete and distribute within 7 days of JPRC conference	Directs placement of youth from reception to JCI and lists broad goals
Social Worker	Admission Assessment Dialog in JJIS	Complete immediately after initial JPRC or within 21 days of admission	Detailed instructions are described in the Manual to complete this dialog.

DURING STAY IN THE JCI

Staff	Form or Task	Date Due	Information
Reception Social Worker	Transfer COMPAS Case	Complete within 21 days of initial JPRC	Reintegration Social Worker assumes management of case by the Reception Social Worker transferring the case to the Reintegration Social Worker using the case transfer function. If youth is placed at MJTC, the location should also be updated.
Social Worker	COMPAS Case Plan	Complete within 21 days of initial JPRC	Social Worker directly involves youth in developing case plan which may be revised as significant changes occur. No more than 1-2 tasks should be assigned for each goal.
Youth	COMPAS Case Plan	During placement at JCI	Youth play active role in developing and implementing case plan objectives and tasks. Youth signs the case plan and retains copy.
Social Worker and OOA	Signed COMPAS Case Plan	21 days after JPRC	Social Worker gives signed case plan to OOA's. OOA's file in social services file.
Youth, Social Worker, Youth counselors and other staff	Program Activity Documentation	Complete daily, weekly or monthly as required	Some documentation requires DOC forms and other requires institution-specific forms. Verbal input to social workers is also important.

Staff	Form or Task	Date Due	Information
All	COMPAS Notes	Ongoing	<p>Staff utilizes Notes feature in COMPAS to record information regarding the youth's case and progress.</p> <p>General Notes: Used to document case activity, contacts, rules & conditions, requirements, violations, staffing, etc.</p> <p>Case Plan Notes: Used to document information related directly to case plan.</p> <p>Program Notes: Used only to document information regarding the youth's programs.</p> <p>Enter the appropriate event date for each note. Up to three note subtypes may be selected for each note type.</p> <p>Any note should be marked "confidential" if it contains any protected health or treatment information. Any non-confidential information should be placed in a separate note. (See DJC COMPAS Business Plan Use of Confidential Notes)</p>
JCI Youth counselors	<ul style="list-style-type: none"> Interact daily with youth in unit/cottage Provide safety and security of youth, staff & JCI property Provide goal oriented counseling to youth Provide input to social worker on youth's progress 	Daily	Youth counselors play an integral role in the daily lives of all youth and provide vital information to all staff working with youth.
Multidisciplinary Living Unit Team Meetings	Carey Case Consultation Staffing Sheet	Prior to Social Worker or Agent updating Case Plan before JPRC	A "staffing" is held to review case. Form is completed and may reflect changes to COMPAS Case Plan. Completed forms are filed in Social Services file.
Sex Offender Treatment Team	J-SOAP II	Applicable scales are scored at entry into treatment and in transition phase.	See Ch. 4
Business Office	Youth Restitution and Debt Collection (DOC-1841)	During placement at JCI	Track payments made and balance(s) remaining in JJIS.

Staff	Form or Task	Date Due	Information
Social Worker	Youth Restitution and Debt Collection (DOC-1841)	During placement at JCI	Payments of debts must be part of the youth's ICCP tasks and discussed at JPRC conferences/OJOR reviews, and Transition Team meetings.
Teacher	Lifework Education Portfolio Checklist (DOC-2313)	Update portfolio contents and checklist prior to each formal OJOR review.	Date of last Individual Education Plan (IEP) must be listed if relevant.
Agent and Youth Counselor	Face-to-face and phone contacts with youth, parents and social worker	For agent: Youth -1 time every 3 months face to face; Parent – 1 time every 3 months face to face or phone; JCI staff – 1 time every 3 months face to face or phone	Document in COMPAS notes.
Reintegration Social Worker	Progress Summary	Every 90 days, about 7 days prior to JPRC Conference	To record youth's progress with regards to the overall case plan, the Social Worker creates a report in Microsoft Word using provided Progress Summary template. Social Worker then copies and pastes the Word document into a Case Plan Note in COMPAS. To permit filtering of notes by JPRC review cycle, enter the appropriate JPRC cycle associated with the review period. Print and sign copy of Progress Summary and give to OOA. Send electronic version to OJOR, assigned state agent and/or county worker.
OOA	Progress Summary	Upon receipt	File Progress Summary in Social Services file.
Social Worker	Contact family and county worker to discuss case	Prior to updating case plan	Use information if applicable to update case plan.
Social Worker	COMPAS Case Plan	Update activities, tasks, goals and completion dates after every meeting with youth or related significant event to track youth's progress or lack thereof	Social worker directly involves youth in updating case plan as changes occur. Social worker prints the case plan without case plan notes, reviews and discusses with youth after every update. Youth signs the case plan.
OOA	COMPAS Case Plan	Upon receipt	Place signed case plan in social service file and send copy to parents.
Reintegration Social Worker	COMPAS Case Plan	7 days prior to JPRC conference	Using designated format, social worker prepares progress summary as a case plan note within the case plan. Prints case plan utilizing date filters to include only most recent progress summary case plan note. Sends to JPRC participants.

Staff	Form or Task	Date Due	Information
OJOR reviewer	Formal and informal reviews of youth's progress; Summary of Decisions and Department Order (DOC-1722A)	<ul style="list-style-type: none"> Conduct formal JPRC conferences every 3 months or more frequently if requested by JPRC member (at least every 6 months for SJO youth) Conduct informal reviews as needed for SJO youth Issue Summary of Decisions weekly and DOC-1722A following all formal & informal reviews Update decision information on DOC- 2313 	The reviews assess youth's progress toward meeting goals and objectives, and to discuss community supervision plans. OJOR reviewer issues a Summary of Decisions on a weekly basis and DOC-1722A following all reviews and forwards to OJOR-CO.
OJOR-CO	Schedule informal and formal reviews	Upon receipt of Summary of Decision and/or DOC-1722A from OJOR reviewer	Set dates for reviews. Ensure that formal JPRC reviews are held every 3 months (at least 6 months for SJO youth).
Agent	Community Supervision Plan (Aftercare Plan) (DOC-1736)	Complete within 30 days when OJOR requests, or as plans change	DOC-1736 provides an optional home study that can be done upon OJOR's request or initiated by the field when a youth has been in the JCI longer than 6 months and the viability of placement in the home needs to be reevaluated.
Agent	Social Worker Contact	Prior to each JPRC	Agent contacts the social worker to monitor progress and participates in conferences.
Social Worker and Security Director	Order to Detain (DOC-1780)	Prior to a youth leaving the JCI to attend a court proceeding	Social worker completes the DOC-1780 and forwards to Security Director who submits to appropriate law enforcement authority.
Supervising Youth Counselor	COMPAS Drug Tests	Upon receipt of test results	See DJC Policy 13-04
Social Workers	COMPAS Employment History	As needed	Document youth job experience and skills.
Teacher	Educational Report to JPRC (HSED) (DOC-1937)	Complete at least 7 days prior to JPRC	
Teacher	Educational Report to JPRC (DOC-1938)	Complete at least 7 days prior to JPRC	
OJOR-CO	Victim/Witness Notification Request	Upon receipt from county	Forward request to OOA.

Staff	Form or Task	Date Due	Information
OOA	Maintain up-to-date victim/witness notification information	Upon receipt of notification request from OJOR-CO	Stamp SS file which indicates that victim/witness notification is required.
OOA	Face Sheet (DOC-1701) in JJIS	Revise during stay at JCI as needed.	DOC-1701 must be revised when victim/witness notification request is received; if sex offender registration or DNA is required due to a new offense; or other information changes.
Security Director or Shift Supervisor	Apprehension Request (DOC-58J)	Upon notice youth has escaped from or during leave from JCI.	Complete DOC-58J and forward to appropriate law enforcement authorities.
OOA	Chapter 980 Master List	Forward to OJOR reviewer on a monthly basis	Updating and accurateness by OOA is vital to ensure legal timelines are not missed. OJOR reviewers must be aware which youth on their caseload are on the Master List so SPVC can review cases in a timely manner.
OJOR, Social Worker, and OOA	Cover Sheet (DOC-2640), Court Petition (DOC-1707) and Request for Extension (DOC-1723)	Milwaukee County— Social worker submits documents to OOA so OOA can mail to the court 9 weeks prior to the expiration date	Only applies when OJOR agrees that the court should be asked to extend a youth's Dispositional Order.
OJOR, Social Worker, and OOA	Court Petition (DOC-1707) and Request for Extension (DOC-1723)	Social worker submits documents to OOA so OOA can mail to the court 6 weeks prior to the expiration date	Only applies when OJOR agrees that the court should be asked to extend a youth's Dispositional Order. Timelines and court procedures may vary by county.
Sexually Violent Persons Committee (SVPC)	Sexually Violent Persons (Chapter 980) Evaluation	Complete at least 4 months prior to anticipated release or expiration date. Youth reviewed for a possible Ch. 980 referral may be recommended for Transition Phase after being cleared by the local institution SVPC and completing other curriculum program markers.	Only applies to youth who committed certain offenses and are on the Chapter 980 Master List. Legal timelines must not be missed.
Social Worker	Review Program Markers to identify youth readiness for Transition Phase	A youth, who receives a Ch. 980 referral for further evaluation and is within 90 days of release, may only be placed in transition contingent upon the outcome of the evaluation.	

Staff	Form or Task	Date Due	Information
Social Worker	Request for Action (ANR) (DOC-1734)	<p>Complete 90 days prior to anticipated transfer if no JPRC is scheduled/required.</p> <p>Complete for SJO's so that they have at least 30 days of Type 1 time remaining upon release to community, if possible.</p> <p>Complete 90 days prior to expiration of a regular commitment order for youth held until expiration.</p>	File request early enough to obtain a 90-day Transition Phase.
Reintegration Social Worker	Transfer case to another social worker	As needed upon transfer	Reintegration social worker transfers the case to the new social worker.

**UPON PLACEMENT IN 90-DAY TRANSITION PHASE
PRIOR TO RELEASE/TRANSFER FROM JCI**

Staff	Form or Task	Date Due	Information
Assigned Agent of record prior to transfer of case	COMPAS Alternate Screening – CANS	Prior to alternate care referrals being made	When alternate care is considered for a 10–17 year old youth, a full CANS is completed using youth's case file, JPRC reviews and youth self report. CANS is saved and generates reports: scoring summary, level of need (LON) ranked needs and strengths and mental health status. Any mismatch between LON and recommended placement type should be discussed with supervisor and county caseworker. Supervisor must approve LON override. A printed copy of CANS scoring summary and list of action items is placed in youth's social service file and given to alternate care placement.
Regional field office and Receiving Agent	Assign agent for Transition Phase based on expected placement location and program. Transfer case via JJIS or intra-office process.	Within 30 days of youth being placed in Transition Phase.	Assign Youth Counselor along with Agent where applicable.
Assigned Agent	Begin completing Re-Entry Checklist (DOC-2659) as tasks are done	30 days after release to the community.	

Staff	Form or Task	Date Due	Information
Receiving Agent	Determine if sex offender youth proposed placement location is restricted by local ordinances	Within 1 week of receiving the referral packet or case transfer placement in transition phase.	Notify field supervisor if affected
Social Worker (Sex offender treatment provider)	Generate a treatment summary to date for any juvenile sex offender. Re-score scales 1–3 of the J-SOAP II risk assessment tool using Alternate Screening in COMPAS.	Complete within 10 days of youth's placement in transition phase. Upon completion of treatment, prior to youth's departure from the JCI.	Distribute to agent and assigned OJOR reviewer.
Social Worker /Teacher	Youth's Release Action Plan (DOC-2312)	Complete within 10 working days of youth's effective date of placement in Transition	Complete with youth and distribute.
Sending Agent	Contact receiving agent to discuss release/transfer date, ICCP, family issues and needs, victim issues, and dispositional order.	Within 30 days of youth being placed in transition phase	
Sending Agent	Formally transfer case to receiving agent	3 days after case has been accepted	Transfer case in COMPAS.
Sending Agent	Forward Youth's field file to receiving agent.	Within 7 days of the transfer being accepted	
Receiving Agent	Review: COMPAS Case Plan, Youth's Release Action Plan (DOC-2312), Lifework Education Portfolio Checklist (DOC-2313), IEP (I-13), Progress Reports, and COMPAS notes	Within 15 days of youth's placement in transition phase	Identify needs and appropriate community-based services
SPED teacher	Update Individual Education Plan if necessary and provide Transition Summary (I-13) to SW and to agent with parent or guardian's permission	Within 30 days of youth being placed in transition.	IEP teacher gives input to Transition Team.
Social Worker	Complete COMPAS Youth or COMPAS Reentry	Within 30 days of youth being placed in Transition	If 16 or younger and no COMPAS Youth has been completed within the past year, complete COMPAS Youth. If 17 or older and no COMPAS Reentry has been completed within the past year, complete COMPAS Reentry.
Social Worker	COMPAS Youth or COMPAS Reentry	Upon completion of assessment	Inform state agent or county worker that assessment is complete.

Staff	Form or Task	Date Due	Information
Receiving Agent	Establish Transition Team membership and schedule Transition Team Meeting. Schedule Families Count if applicable	60–30 days prior to release/transfer	
Receiving Agent	Chair Transition Team meeting	Complete prior to 15 days before release	Completion 30 days pre-release highly recommended. Document completion date on Juvenile Release Authorization (DOC-1788)
Assigned Agent	COMPAS Case Plan (for those youth returning to their home or to independent living)	Update activities, tasks, goals and completion dates after every meeting with youth or related significant event to track youth's progress or lack thereof. Results are reviewed with youth during every visit.	Agent directly involves youth in updating case plan as changes occur. The Case Plan update may use input from a variety of sources including RCC staff, parents or other alternate care staff. The Case Plan tasks for youth not living at a residential care center will include work on JCIP Phase 3, Challenges, if the youth completed Phase 1 and 2 while at the JCI or the youth committed a sex offense. There should be not more than 1–2 tasks per goal. The existing institution youth assessment-based case plan will be used and updated as needed by the agent to conform to those needs, goals and tasks the youth will address while under community supervision. The only circumstance under which a case plan is to be copied forward is when the youth's community case plan is to be based on the transition Reentry assessment. This permits the youth to continue working on currently active needs from the youth assessment while allowing the agents to assign new needs, goals and tasks assigned based on the Reentry assessment.
Social Worker	For boys, deliver Lesson 1 of Families Count For girls, deliver Lesson 1 and 2 of Families Count during one meeting in the JCI	Complete at conclusion of transition team meeting. CLS delivery of Families Count is in a group format, quarterly.	Document completion of Families Count on Juvenile Release Authorization (DOC-1788) Send documentation to DJC agent of record (Chapter 7)

Staff	Form or Task	Date Due	Information
Social Worker	Sex Offender Registration Form (DOC-1759) and Sex Offender Registration Form (Part 2) (DOC-1759a). [DOC-1759S for Spanish speaking individuals]	Complete and submit to SORP at least 10 calendar days prior to release or discharge. Provide copy to agent.	Applies to youth who committed certain offenses who are moving to Type 2 status or aftercare, or reaching expiration. Youth cannot see the DOC-1759a.
OJOR and DJC Administrator	SJO-release/transfer to community or discharge from DJC supervision	Time frames depend on offense committed	
Social Worker	COMPAS case plan update	Complete and distribute if the last JPRC was more than 30 days prior to release, or if there has been a significant change, or if requested by OJOR	
Social Worker	Information Transmittal and/or Request for Action (ANR) (DOC-1734)	Make a reasonable effort to complete at least 15 calendar days prior to movement of a youth without a state agent	Deadline is 5 working days prior to the release date.
Social Worker	If no formal JPRC is scheduled, complete ANR to recommend release	Complete 20 days prior to release	
Social Worker/Teacher		Complete review of Lifework Education Portfolio. Insert 3 current job listings from JobNet website for youth aged 16-22.	
Receiving Agent	Juvenile Release Authorization (DOC-1788)	Make reasonable effort to complete at least 15 calendar days prior to movement of a youth with a state agent	Deadline is 5 working days prior to the release date. If completed less than 15 calendar days prior to release, the agent must obtain the supervisor's approval and document the reason.
OOA	Notice of Release/Transfer of Youth to Community Supervision (DOC-1627) or Notice of Discharge of Youth from Secured Correctional Facility (DOC-1630)	<ul style="list-style-type: none"> Make reasonable effort to complete and distribute at least 15 calendar days prior to release, transfer or discharge to the community Send to ICJ coordinator if youth will be placed out of state 	OOA requires receipt of the Juvenile Release Authorization (DOC-1788) or ANR (DOC-1734) in order to complete the DOC-1627 or DOC-1630.

Staff	Form or Task	Date Due	Information
OJOR-CO	Victim/Witness Notification Letter (regarding release date & type of placement)	OJOR-CO sends letter to victim/witness at least 15 calendar days prior to release or transfer date, when possible	Agents and social workers must follow proper procedures to enable OJOR to send notification letters in a timely manner.
OOA and OJOR	Chapter 980 Master List	Ongoing	OOA updates list of Chapter 980 youth monthly and OJOR reviewers monitor the list. OJOR reviewers must ensure legal timelines are met.
Assigned Agent and Social Worker	COMPAS Case Plan	30 days prior to discharge and/or terminations of Juvenile Order	Agent and social worker develop a Case Plan with youth for when youth is released. There should be no more than 1–2 tasks per goal. If possible, development at Transition Team meeting is recommended.
Social Worker	COMPAS Case Plan	15 days prior to discharge and/or terminations of Juvenile Order	Youth signs. Copy of Case Plan is emailed to all JPRC participants.
OOA	COMPAS Case Plan	Prior to youth leaving	Files the Case Plan in the social service file.
Social Worker	Trial Visit and Pre-Placement Agreement (DOC-1718) or Trial Visit to Parental Home Agreement (DOC-1720)	Youth and section manager must sign prior to release	Only applies to youth leaving a JCI for a trial visit. Social worker prepares the DOC-1718 or DOC-1720 and obtains signatures.
Agent, youth and social worker	Community Supervision Rules and Conditions (DOC-1741 or DOC-1741S)	Agent completes in COMPAS and reviews with youth at Transition Team meeting. Obtains youth's signature prior to youth leaving JCI	Social worker obtains youth's signature on DOC-1741 if not signed earlier. All standard rules must be chosen. For youth transferring to CSP, all applicable special rules must be chosen.
Social Worker/Teacher and youth	Lifework Education Portfolio	Transfer to Gatehouse for pickup along with youth's belongings at release.	Attach 3 job listings from JobNet website for youth aged 16–22.

UPON RELEASE/TRANSFER FROM THE JCI

Staff	Form or Task	Date Due	Information
Social Worker	Release Assessment Dialog in JJIS	Complete 10 days after release, expiration or discharge	
Agent/CSP Youth Counselors	First community supervision meeting	Within 3 days after release/transfer	Review job listings in Lifework Education Portfolio for appropriate youth.
Agent	Schedule and facilitate Transition Team Meeting	Complete within 30 days in community	

Staff	Form or Task	Date Due	Information
Agent	Families Count Lesson 3 follow-up for youth who receive JCIP 1 and 2.	Within 75 days of community placement	
Agent	COMPAS case plan	Within 21 days after transfer/release to alternate care	<p>Agent directly involves youth in updating case plan as changes occur. The Case Plan update may use input from a variety of sources including JCI staff, parents or other alternate care staff. There should be no more than 1–2 tasks per goal.</p> <p>The existing institution youth assessment-based case plan will be used and updated as needed by the agent to conform to those needs, goals and tasks the youth will address while under community supervision. The only circumstance under which a case plan is to be copied forward is when the youth's community case plan is to be based on the transition Reentry assessment. This permits the youth to continue working on currently active needs from the youth assessment while allowing the agent to assign new needs, goals and tasks assigned based on the Reentry assessment.</p>
Reintegration Social Worker	Transfer youth's record or close case	Upon release to agency other than DJC, discharge or expiration	<p>Release:</p> <ul style="list-style-type: none"> Youth to county juvenile agency using COMPAS— transfer both person and case record to appropriate county juvenile location and new case manager. Youth to county juvenile agency not using COMPAS—transfer person record to appropriate county juvenile location and close DJC case. <p>Discharge or Expiration (no pending holds):</p> <ul style="list-style-type: none"> Close DJC case. <p>Discharge or Expiration (transfer to DAI)</p> <ul style="list-style-type: none"> Close DJC case (WICS/COMPAS interface should transfer person to DAI).
Reintegration Social Worker	Transfer youth's record	Upon release from JCI to DJC field supervision	Transfer person and case record to appropriate DJC field location and assigned agent.

WHILE THE YOUTH IS UNDER COMMUNITY SUPERVISION

Staff	Form or Task	Date Due	Information
Agent	Community Supervision Rules and Conditions completed in COMPAS (DOC-1741 or DOC-1741S) including any supplemental rules and/or special rules for juvenile sex offenders.	During community supervision	Conditions and rules may be revised at any time during community supervision. Complete and obtain youth's signature for any changes.
Youth	Community Supervision Rules and Conditions (DOC-1741)	During community supervision	Youth must follow all rules and conditions of community supervision.
Youth	COMPAS Case Plan	During community supervision	Youth must work to complete goals, objectives and tasks of the Case Plan.
Interstate Compact Coordinator	Create person record in COMPAS	Before case is assigned to DJC agent for home evaluation.	
Receiving Agent for Interstate Compact Youth	COMPAS Primary Needs	Completed during home evaluation process	Forms the basis for COMPAS Case Plan.
Receiving Agent for Interstate Compact Youth	COMPAS Case Plan	Completed no more than 21 days after acceptance	Agent of record completes ICCP, for Interstate Compact youth in Wisconsin, ICCP must be completed within 21 days of accepting the case.
Youth	Complete JCIP Phase 3 as assigned by the agent	During community supervision	Youth must work to complete the Lessons of the JCIP Phase 3, Challenges, and Student Workbook.
CSP Youth counselors (SERO)	<ul style="list-style-type: none"> • Staff youth's case with agent • Assist in updating goals for COMPAS Case Plan • Provide safety and security • Provide goal oriented counseling to youth • Assist youth in securing services and/or employment • Maintain contact standards with youth • Assist agent with supervising youth 	Daily or as needed	Youth counselors play an integral role in the daily lives of all youth and provide vital information to all staff working with youth.
Youth	Youth Report (DOC-1943)	Complete and submit to agent	The agent may request a youth to complete this form.

Staff	Form or Task	Date Due	Information
Agent/Youth Counselor/Support Staff	COMPAS Progress Notes	Ongoing during supervision	<p>Staff utilizes Notes feature in COMPAS to record information regarding the youth's case and progress.</p> <p>General Notes: Used to document case activity, contacts, rules & conditions, requirements, violations, staffing, etc.</p> <p>Case Plan Notes: Used to document information related directly to case plan.</p> <p>Program Notes: Used only to document information regarding the youth's programs.</p> <p>Enter the appropriate event date for each note. Up to three note subtypes may be selected for each note type.</p> <p>Any note should be marked "confidential" if it contains any protected health or treatment information. Any non-confidential information should be placed in a separate note. (See Appendix A DJC COMPAS Business Plan Use of Confidential Notes)</p> <p>Note subtypes are to be utilized to effectively categorize the various types of information being recorded on youth contacts/events, program categories or case plan events. (See Appendix B)</p>
Agent	Progress Summary	Every 90 days	<p>To record youth's progress with regards to the overall case plan, the Agent creates a report in Microsoft Word using provided Progress Summary template. Agent then copies and pastes the Word document into a Case Note in COMPAS. To permit filtering of notes by review cycle, enter the appropriate cycle associated with the review period. Send electronic copy to OJOR and county worker. Signed copy to OOA.</p>
Agent	COMPAS Address	During community supervision	Maintain up-to-date address and contact information in COMPAS Contact Information fields
Agent/Youth Counselor	COMPAS Drug Tests	When results are received.	See DJC Policy 13-04
Agent	COMPAS Education History	As changes occur.	Replaces JJIS Casebook entries.
Agent	COMPAS Employment History	As changes occur.	Replaces JJIS Casebook entries.

Staff	Form or Task	Date Due	Information
Agent	Updated COMPAS Case Plan	Update activities, tasks, goals and completion dates after every meeting with youth or related significant event to track youth's progress or lack thereof.	Agent directly involves youth in updating case plan as changes occur. Agent prints the case plan without case plan notes, reviews and discusses with youth after every update. Youth signs the case plan.
Agent	Review need to re-score Scales 1 & 2 of the J-SOAP II Scores Scales 3 & 4 of the J-SOAP II	Complete 90 days after release and every 180 days thereafter	If youth is receiving sex offender treatment, agent send copy of scale 3 to treatment provider requesting the provider scores the scale.
Agent/YC	Face to Face Registration with Law Enforcement (DOC-3A)	Complete using instructions on form after release from JCI	Only applies to youth required to register as sex offenders with SORP.
Agent	Sex Offender Registration Annual/Update (DOC-3A) or Youth Report (DOC-1943)	Complete either form to report changes in residence, school, employment or vehicle and forward to SORP	Only applies to youth required to register as sex offenders with SORP.
Agent	Transfer case to another agent	As needed upon transfer	Agent sending the case updates COMPAS by transferring the case to receiving agent.
Agent and supervisor	Court Petition (DOC-1707) and Request for Extension (DOC-1723)	Milwaukee County— documents due to court 9 weeks prior to expiration date	Agent and supervisor determine need for extension of commitment for youth on state supervision.
Agent and supervisor	Court Petition (DOC-1707) and Request for Extension (DOC-1723)	Other counties— documents due to court 6 weeks prior to expiration date	Agent and supervisor determine need for extension of commitment for youth on state supervision.
Agent	COMPAS Substance Use	As information is received.	Note information on any illegal substance use including amount, frequency, when used.
Agent	Violation Investigation Report (DOC-1783) only for youth on Aftercare	Complete within 7 days of discussing violation(s) with youth	Applies to youth who are alleged to have committed a major violation of aftercare rules/conditions.
Agent	Juvenile Aftercare Revocation Notice and Waiver (DOC-1795)	Within 7 days of initial detention	Only for youth on Aftercare Supervision.
Field Supervisor	Detention Notice and Appeal (DOC-1614)	Within 7 days of initial detention	Applies to youth undergoing Aftercare Revocation process.
Agent	Revocation Packet only for youth on Aftercare	Signed by supervisor at least 10 days prior to hearing, and distributed no less than 5 days prior	Applies to youth undergoing aftercare revocation process.

Staff	Form or Task	Date Due	Information
Agent	Complete and serve youth with Type 2 Violation Report (DOC-1911 and DOC-1912)	Within 24 hours or no longer than 3 days with supervisory approval	To be completed when youth violates Type 2 Supervision. If youth is sanctioned, a DOC-1911 and DOC-3387 Health Screening is to be completed as well.
Agent	Termination Packet applies only to Type 2 youth	Complete within 7 days of placement back at JCI or when status is changed to termination	Applies to type 2 youth who commit a violation resulting in termination of type 2 community supervision.
Agent	Transfer youth to JCI when youth is being revoked or permanently returned	Within 7 days of placement at JCI or when decision to revoke/terminate is made	Transfer offender record and case to appropriate JCI.
Social Worker	COMPAS – Youth assessment	At least 7 working days from scheduled JPRC	Youth being returned to JCI will need to have a COMPAS Youth Assessment if they have not had a COMPAS Youth in the past year. This includes youth who have been revoked or Type 2 terminations, regardless of how long the youth has been on field supervision.

PRIOR TO THE YOUTH BEING DISCHARGED FROM DJC SUPERVISION

Staff	Form or Task	Date Due	Information
Youth & Agent	Planning for reintegration back into the community	Prior to discharge from DJC supervision	Youth and agent develop plans for youth's living situation, school and/or employment and strategies to avoid re-offending.
Agent	Sex Offender Registration Form (DOC-1759)	Complete and send to SORP 10 days prior to discharge from DJC supervision	Agent must inform the youth of his or her obligation to continue to register with SORP for the next 15 years.
Agent & OJOR	Victim/Witness Notification Letter (regarding youth's expiration from DJC supervision)	Agent provides OJOR with expiration date by phone or FAX as soon as date is known	OJOR-CO sends letter to victim/witness at least 15 days prior to expiration of youth's supervision.
Agent	Notice of Release of Youth from Community Supervision (DOC-1626) or Notice of Discharge of Youth from Secured Correctional Facility (DOC-1630)	Make reasonable effort to complete and distribute at least 15 days prior to expiration or discharge	
Agent	COMPAS Case Plan	30 days prior to discharge and/or termination of Juvenile Order	Agent updates a Case Plan with youth for when youth is discharged. There should be no more than 1–2 tasks per goal.

Staff	Form or Task	Date Due	Information
Agent	COMPAS Case Plan	15 days prior to discharge and/or termination of Juvenile Order	Youth signs. Copy of Case Plan is emailed to all JPRC participants. The Case Plan is filed.
Staff with youth on caseload	Transfer COMPAS case to another agency	When DJC supervision of youth ends with another COMPAS agency assuming supervision	Utilizing the Transfer option from the Action dropdown in the Person Summary section of COMPAS, complete the transfer selecting the new agency and location for the youth along with the case to be transferred. Close the DJC case.
Agent	Transfer case to county supervision	Upon transfer of supervision	<ul style="list-style-type: none"> Youth to county juvenile agency using COMPAS – transfer both person and case record to appropriate county juvenile location and new case manager. Youth to county juvenile agency not using COMPAS – transfer person record to appropriate county juvenile location and close DJC case.
Agent	Close DJC Case	Upon discharge from DJC Supervision	<p>Discharge/Expiration (no pending DOC cases):</p> <ul style="list-style-type: none"> Close DJC Case <p>Discharge/Expiration (pending DAI or DCC case):</p> <ul style="list-style-type: none"> Close DJC Case, DAI or DCC will create a new case. WICS/COMPAS interface should transfer person record.

SPECIAL CIRCUMSTANCES

Dual Supervision Cases

Staff	Form or Task	Date Due	Information
Minor sentenced as adult in DJC facility			
DAI Staff	Fingerprints & Photographs	Upon arrival	Intake processing and brief orientation prior to transfer to DJC.
WICS-COMPAS Interface	Create person record in COMPAS		Automated interface will create COMPAS person record upon receipt of SID from DOJ.

Staff	Form or Task	Date Due	Information
Reception Social Worker	COMPAS – Youth assessment completed		<p>Create a new juvenile case in COMPAS when creating the assessment.</p> <p>Social Worker assesses Need Scales and selects 2-3 high needs areas. Record any pertinent information regarding the youth as an Assessment Note. This would include youth's cooperation and truthfulness, mental stability, trouble in comprehending assessment questions, corrected or copied assessments, etc.</p> <p>Social worker notes any pertinent information it is felt was not identified in the assessment by using an assessment note in COMPAS.</p> <p>DJC will conduct its own assessment of the youth even if an assessment was recently done by another agency.</p>
All Institution Staff	Update COMPAS case as needed to insure integrity or data.	As needed	Continue to update case information as needed until youth is returned to DAI.
Social Worker	Close COMPAS juvenile case and transfer person	When youth returned to DAI institution	<p>Close COMPAS juvenile case Using code "Transferred" to insure confidentiality of juvenile data.</p> <p>Transfer person record upon youth's transfer back to a DAI facility.</p>
DAI Staff	Create COMPAS Adult case	Upon return to DAI facility	Create an adult case in COMPAS for use while youth is under DAI and any subsequent DCC supervision.
DJC Supervised Youth Receives Adult Probation			
DCC Agent	Create Adult case in COMPAS	Upon assignment	Adult COMPAS case used to document work done while youth is under DJC supervision.
Agent	Adult Community Supervision Rules in COMPAS	Agent completes and reviews with youth and obtains signature	Set any applicable adult rules in addition to existing juvenile rules and obtain signature on printed adult rules. This includes all standard rules along with any applicable Special Rules or Sex Offender Rules.
Agent/OOA	Update both juvenile and adult COMPAS cases as needed pursuant to current business process.	During period of supervision update activities, tasks, goals and completion dates after every meeting with youth or related significant event to track youth's progress or lack thereof.	<p>Agent directly involves youth in updating case plan as changes occur. Continue to update case information as needed until youth is placed under DCC supervision. Agent prints the case plan without case plan notes, reviews and discusses with youth after every update. Youth signs the case plan.</p> <p>Communicate with DCC agent as necessary.</p>

Staff	Form or Task	Date Due	Information
Agent/OOA	Close COMPAS juvenile case	Upon termination of DJC supervision and transfer to DCC.	Close juvenile case to insure confidentiality of information.
Agent/OOA	Transfer person to DCC	Upon termination of DJC supervision and transfer to DCC.	If applicable, transfer person record to applicable DCC unit.
DCC Agent	Update adult COMPAS case.	During period of supervision	Continue to update case information as needed while individual is under DCC supervision.
DCC Agent	Close adult COMPAS case	Upon completion of supervision	Close case when individual is no longer under DOC supervision.
When PSI is created for individual with COMPAS Juvenile case			
PSI agent	Create a new adult lifecycle for the PSI when only a juvenile lifecycle exists.	When creating PSI in COMPAS.	In order to insure the total confidentiality of the juvenile COMPAS case, any adult case must exist in a separate lifecycle.
PSI agent	Notify DJC agent (if applicable)	Upon creation of adult COMPAS case	If juvenile case is open, notify currently assigned DJC agent and advise of current court actions.
Agent/OOA (if applicable)	Verify PSI has been created in a new adult case in COMPAS	As made aware of PSI being required for supervised or formerly supervised youth.	In order to insure the total confidentiality of the juvenile COMPAS case, any adult case must exist in a separate lifecycle.
PSI agent	Create PSI in COMPAS	Prior to date set by sentencing court	Perform actions necessary to complete court-ordered PSI using COMPAS.
PSI agent	Close adult COMPAS case	Upon completion of PSI	Close adult COMPAS case when PSI has been completed. If individual is sentenced to DOC case may be reopened.

SPECIAL CIRCUMSTANCES

Social Worker	Error in previous COMPAS assessment	When discovered	<p>If youth is still under supervision of the person creating the original assessment, discuss with assessor. The person completing the original assessment will edit the original assessment and make note using assessment notes.</p> <p>If youth is no longer under the supervision of the original assessor, staff recognizing the error should do the following:</p> <ul style="list-style-type: none"> • Copy the original assessment forward using the same assessment type • Make the necessary changes to the copied-forward assessment • Calculate the assessment • Complete an assessment note documenting the reason for the new assessment • Contact the assessor who made the error and politely inform them of the error and corrected assessment • DO NOT delete the incorrect assessment
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RESPONSIBILITIES OF YOUTH AND DJC STAFF

All staff will have a basic understanding of the case management system. Each individual has a role to play by supporting and assisting the youth to reach his or her goals, implementing DJC policies and procedures, and protecting the community.

Staff has the responsibility to complete specific tasks and documents described in the Manual. This section lays out those responsibilities by profession.

ALL DJC STAFF

- Attend new employee orientation regarding the case management system
- Contact agents, youth counselors or social workers with any questions regarding a youth's ICCP
- Inform agents, youth counselors or social workers of important observations regarding youth's behavior
- Enter any required data into JJIS in a timely manner
- Access DOC/DJC non-JJIS forms through MyDOC/"Forms" link when responsible for completing non-JJIS forms
- Regularly consult the on-line Manual to determine current policies and procedures

OOA STAFF

During A&E:

- Obtain DOC Number and State Identification Number (SID) upon admission
- Confirm that DJC case is in COMPAS
- Complete Face Sheet (DOC-1701) in JJIS for all youth and submit to SORP when required

- Enter Dispositional Order into JJIS as part of the Admission Dialog
- Create youth's SS file
- Stamp SS file if OJOR notifies of receipt of a victim/witness notification request
- Revise DOC-1701 in JJIS when a victim/witness notification request is received or sex offender registration becomes necessary
- Add youth to the Chapter 980 Master List as appropriate
- Send admission packet to youth's parents

While Youth is at JCI:

- Revise DOC-1701 in JJIS as youth's information changes
- Forward Request for Extension of Dispositional Order (DOC-1723) including Court Petition (DOC-1707) to committing court
- Complete and distribute the Notice of Release/Transfer of Youth to Community Supervision (DOC-1627) and Notice of Discharge of Youth from Secured Correctional Facility (DOC-1630) for community notifications when youth are released, transferred or discharged
- Maintain a current Chapter 980 Master List and forward to OJOR reviewers monthly

BUSINESS OFFICE

- Set up and maintain each youth's account
- Withdraw payments for youth debts and forward to appropriate recipient
- Enter payments into JJIS and/or on the Youth Restitution and Debt Collection (DOC-1841)

YOUTH

While at JCI:

- Cooperate with A&E process
- Participate in initial and subsequent formal JPRCs and informal OJOR reviews
- Work with social worker to develop initial and subsequent ICCPs
- Work to complete ICCP objectives and goals
- Work to build a complete Lifework Education Portfolio
- Complete program activity documentation as required
- Work cooperatively with youth counselors
- Cooperate with DNA, sex offender registration and Chapter 980 evaluation if required
- Follow conduct rules of the JCI

Prior to Release from JCI:

- Cooperate with social worker and agent to develop release ICCP
- Sign Community Supervision Rules and Conditions (DOC-1741 or DOC-1741S)
- Follow all rules of supervision and cooperate with sex offender registration if required
- Complete Youth Report (DOC-1943) as required
- Present Lifework Education Portfolio to agent at first meeting
- Work with agent to develop ICCP
- Work to complete ICP objectives and goals
- Sign any revised DOC-1741
- Work cooperatively with youth counselors

TEACHERS

During A&E:

- Assess youth's academic skill levels
- Complete Educational Evaluation Report (EER) (DOC-1936)
- Participate in initial JPRC process according to JCI policy

While Youth is at JCI:

- Provide youth with a variety of educational and vocational opportunities
- Assist youth to reach objectives and goals on ICCP
- Update SPED student's Individual Education Plan according to federal timelines
- Complete Educational Report to JPRC (HSED) (DOC-1937) or Educational Report to JPRC (DOC-1938)
- Participate in JPRC process and transition activities according to JCI policy

YOUTH COUNSELORS

- Provide safety and security of youth, staff, and JCI or other state property
- Engage in direct interactions with youth on daily basis
- Provide goal oriented counseling to youth
- Participate in team time and staff meetings regarding the youth's progress
- Complete required daily, weekly, and monthly program activity documentation
- Inform social workers and agents of observations regarding youth's behavior

In addition, CSP Youth Counselors:

- Review case plan and documents related to placement in transition phase
- Participate as member of youth's transition team
- Enable and assist youth in locating and securing employment
- Arrange enrollment of youth in community-based agency programming consistent with youth's ICP.
- Staff case with agent and supervisor.

OJOR STAFF**OJOR-CO:**

- Sets up paper file upon youth's admission
- Schedules informal OJOR and formal JPRC reviews
- Forwards weekly schedule of reviews to JPRC members
- Receives victim/witness notification requests, enters information into JJIS, and notifies OJOR reviewer, agent and OOA
- Issues written notification to victim/witness as appropriate
- Maintains file of non-court-ordered apology letters to victims and sends them to victims when requested.
- Enters into JJIS information from all Department Orders (DOC-1722A)
- Forwards letter and attachments regarding Chapter 980 cases to the Department of Justice
- Updates JJIS with revised information regarding youth, case assignment, information regarding parents, etc.

OJOR Reviewer:

- Chairs formal JPRC reviews
- Conducts informal OJOR reviews with youth
- Works with JPRC to establish youth's broad goals
- Regularly reviews program activity and progress documentation
- Makes decisions regarding transfer, release, extension and discharge of youth
- Places each youth into a Transition Phase 90-days prior to anticipated transfer, release or discharge
- Writes and distributes Department Orders (DOC-1722A) regarding youth's goals; transfer, release, extension and discharge decisions; and comments/observations
- Works cooperatively with social worker in making sure that procedures for Chapter 980 cases are followed accurately and in a timely manner

HEALTH SERVICES STAFF**During A&E:**

- Conduct health screenings of youth upon admission
- Consult with social workers to incorporate findings of the health screenings into the AER
- Complete Health Screening—DJC (DOC-3387)

While Youth is at JCI:

- Oversee health of youth
- Complete logs and other documents as required

Prior to Release from JCI:

- Provide agent with information regarding youth medications and prescriptions.
- Send prescriptions for and/or supply of prescription medications with youth

SOCIAL WORKERS**During A&E (reception social worker):**

- Participate in orientation of youth
- Complete AER (DOC-1933) in JJIS incorporating information from various staff
- Complete COMPAS-youth assessment
- Complete trauma scales in CANS
- Complete Daniel Memorial Institute Independent Living Assessment
- Complete Chapter 980 Internal Report (DOC-1946) for certain sex offenders
- Complete Human Biological Specimen (DNA) (DOC-1940) and Wisconsin DNA Databank Buccal Swab Collection Kit for certain sex offenders and all youth with felony convictions
- Score J-SOAP for male sex offenders
- Complete Admission Assessment Dialog in JJIS
- Complete Current Status Report (CSR) (DOC-1935) in JJIS for re-committed youth

While Youth is at JCI (reintegration social worker):

- Develop a COMPAS case plan after initial JPRC and every 90 days thereafter or when changes occur
- Complete program activity documentation as required
- Participate in JPRC process
- Complete COMPAS case plan update every 90 days, or more often if indicated
- Complete Information Transmittal and/or Request for Action (DOC-1734) as needed

- Participate in youth's Transition Team during 90-day Transition Phase prior to release/transfer from institution.
- Re-score J-SOAP upon entry into Transition Phase
- Deliver family component of JCIP to families of youth who have completed programming
- Petition court for extension by preparing Request for Extension (DOC-1723) with the Court Petition (DOC-1707) as needed

Prior to Release from JCI:

- Participate in Chapter 980 Evaluation process for certain youth
- Complete Sex Offender Registration Form (DOC-1759) and (Part 2) (DOC-1759a) for certain youth
- Complete Information Transmittal and/or Request for Action (DOC-1734) as needed
- Work with agent to plan trial visits and prepare Trial Visit and Pre-Placement Agreement (DOC-1718) or Trial Visit to Parental Home Agreement (DOC-1720) as needed
- Complete Order to Detain (DOC-1780) for youth going to court
- Develop release ICCP with agent and youth, update ICCP, enter COMPAS notes and update 15 days prior to release
- Provide agent with Youth Restitution and Debt Collection (DOC-1841) and current JJIS information regarding payment of debts
- Assist agent in obtaining youth signature on Rules of Supervision (DOC-1741) if needed

After Release from Institution:

- Complete Release Assessment Dialog in JJIS

AGENTS

During A&E:

- Call or write letter of introduction to youth and youth's parent(s)/guardian
- Complete FHA (DOC-1939) in JJIS
- Participate in initial JPRC

While Youth is at JCI:

- Maintain contact with youth, social worker, and youth's parent(s)/guardian
- Participate in JPRC process
- Assemble Transition Team to put services in place during 90-day Transition Phase prior to youth's transfer/release from institution.
- Complete Community Supervision Plan (DOC-1736) as required
- Complete Type 2 Referral and Screening (DOC-1857) as needed
- Work with social worker to plan trial visits, and supervise youth during a trial visit

Prior to Release from JCI:

- Complete Juvenile Release Authorization (DOC-1788)
- Develop transition ICCP with JCI social worker, youth and transition team
- Obtain youth's signature on (DOC-1741) Community Supervision Rules and Conditions including any supplemental rules and/or special rules for juvenile sex offenders prior to release from JCI
- Arrange reach-in services with relevant community-based service providers and other community supports during 90-day transition
- Chair at least one transition team meeting in the JCI

While under Community Supervision:

- Follow contact standards and document in appropriate COMPAS notes.
- For youth in alternate care, complete a transition team meeting for youth transferring to aftercare or CSP prior to transfer from alternate care placement
- Chair a follow-up transition team meeting in the community for each youth on aftercare or CSP
- Complete COMPAS case plan update every 90 days
- Update ICCP every 90 days or as changes occur
- Complete Face-to-Face Registration with Law Enforcement (DOC-3A) for youth required to register with SORP
- Report changes to SORP as needed with the Sex Offender Registration Annual/Update (DOC-1796) or Youth Report (Doc-1943) for certain youth
- Re-score J-SOAP in COMPAS for appropriate male sex offenders
- Submit enrollment and disenrollment information for Medicaid according to DJC rules
- Require youth to pay debts and update DOC-1841 as needed
- Complete Recommendation for Administrative Action (DOC-44A) when transferring cases to DCC
- Assist in tracking SJO-B Type 1 time by providing information to OOA on youth detained in community by DJC (e.g., secure detention, jail)
- Petition court for extension by preparing Request for Extension (DOC-1723) with the Court Petition (DOC-1707) as needed
- Notify OJOR of an extension of a youth's commitment after the court hearing
- Complete Violation Investigation Report (DOC-1783) when required
- Complete Revocation Packet when required
- Complete Termination Packet when required

Prior to Discharge from Community Supervision:

- Work closely with the youth to develop plans for his or her reintegration into the community; document in COMPAS
- Complete Sex Offender Registration Form (DOC-1759)
- Explain to certain youth the sex offender requirements to register for the next 15 years
- Prepare Notice of Release of Youth from Community Supervision (DOC-1626)
- Provide notice to OJOR of the expiration date for victim/witness notifications

SUPERVISORS

- Attend required supervisory case management system training
- Oversee operation of living unit/cottage or field office
- Develop sound working knowledge of the case management system
- Become very familiar with the contents of the Manual
- Provide initial and ongoing mentoring of staff under supervision
- Ensure that staff under supervision attend required training
- Train staff to utilize the Manual as the primary source of information regarding job responsibilities
- Meet with staff to explain Manual revisions
- Ensure that staff access the Manual through MyDOC
- Train staff to use MyDOC to access DOC/DJC forms and to complete forms on computer
- Conduct monthly supervisory meetings with staff
- Participate in unit and DJC staff meetings regarding programs, practice, policies, etc.
- Conduct case audits as required
- Participate in case management system/transition audits as required
- Monitor completion of transition team meetings

Appendix B – Use of Note Subtypes

Note subtypes should always be used, although may not be applicable for certain note types (i.e. Assessment note). The use of note subtypes permits for efficient filtering of notes specific to a certain category of contact. Note subtypes are most commonly used in General, Case Plan and Program Notes.

Examples of:

<u>General Note Subtypes</u>	<u>Program Note Subtypes</u>	<u>Subtypes applicable to multiple note types</u>
Collateral	Anger Management	Education
Community Visit	Career Technical	Court Appearance
Home Visit	Cognitive Behavioral	JMCORP
Jail/Detention Visit	Domestic Violence	Release Planning
JCI Face-to-Face Visit	Program Review	Skill Practice
Mail/Email/Telephone	Program Sex Offender	Staffing
Office Visit	Psychological	Violation
Video Conference	Restorative Justice	Work Release
	Substance Abuse	

Appendix C – Case Transfers within COMPAS

At the point of Divisional intersections, DAI, DCC, and DJC case managers shall facilitate a seamless Unified Case Plan transition as the offender moves from one division to the other, or within an existing Division. Examples of transitions include, but are not limited to, release from DAI to DCC, revocation from DCC to DAI, and transfers from one P&P Agent/Social Worker to another.

When the offender is exiting an existing Division or transferring within the same Division, the sending case manager shall review all incomplete tasks/activities and select the Completion Code of Unsuccessful for any that were unsuccessful (failed) as a direct result of the offender's actions or lack thereof. All other incomplete tasks and activities shall be left open for potential continuation in the receiving location. The receiving case manager shall then review the existing incomplete tasks/activities for potential continuation. The receiving case manager also has the option to start new tasks/activities based on Division or site-specific programs or services. In the event that an incomplete task/activity is no longer applicable, the receiving case manager shall close the task/activity by selecting the Completion Code of Closed. Any time a task or activity is updated or closed, a task note shall be created, documenting the action. Note, during the transition the goal should generally remain the same, as it is primarily driven by the assessment and not Division-specific.

In the case of transition from DJC to an adult Division, the receiving Division's case manager shall create a new case (Lifecycle) and case plan because the juvenile case plan will be closed at the same time as the case (Lifecycle) is closed. The case manager shall review the previous juvenile case plan for continuity and to avoid redundancy when creating the new case plan based on an adult assessment.